

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE SUBJECT PRISONER STORE	EFFECTIVE DATE 11/15/2004	NUMBER 04.02.130
	SUPERSEDES 04.02.130 (03/25/02)	
	AUTHORITY MCL 791.203; 791.204	
	ACA STANDARDS 4-4042; 4-4379; 2-CO-1B-12; 2-CO-1B-13	
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POLICY STATEMENT:

Prisoners in Correctional Facilities Administration (CFA) institutions may purchase approved items for their personal use from a prisoner store as set forth in this policy, except if participating in the Special Alternative Incarceration Program (SAI) at Camp Cassidy Lake.

RELATED POLICIES:

04.02.105 Prisoner Funds
04.07.112 Prisoner Personal Property
06.04.105 Special Alternative Incarceration Program

POLICY:

GENERAL INFORMATION

- A. Each CFA institution shall have a prisoner store from which prisoners at that institution may order merchandise for their personal use. A prisoner store may service more than one institution. Except as provided in Paragraph B, all prisoner stores shall be operated through a silent shopping system that requires prisoners to submit written orders to purchase store merchandise. The orders shall be processed, packaged as necessary and delivered within a reasonable time to prisoners in the individual housing units or to a central location within the institution, as determined by the Warden. Prisoners shall be permitted to place store orders through the silent shopping system at least once in every two week period (i.e., 26 times per calendar year).
- B. The Warden of an institution with a camp may have a separate prisoner store for the camp. If there is a separate store for the camp, the Warden shall determine if the silent shopping system will be used at the camp. If the silent shopping system is not used, the Assistant Deputy Warden for the camp shall designate and maintain regular days and hours for the store. When practical, store hours shall coincide with scheduled prisoner leisure hours.
- C. Wardens shall ensure that only authorized staff and authorized prisoners are permitted entry into the store and that the store is immediately accessible by staff in case of emergency. If prisoners are assigned to work inside the store, the store door shall have a fully operational dual locking system.
- D. Store merchandise may be purchased only by individual prisoners, or the Prisoner Benefit Fund Committee if approved by the Warden pursuant to PD 04.02.110 "Prisoner Benefit Fund", for consumption or use by prisoners. An employee shall not purchase merchandise, issue free merchandise to a prisoner or appropriate merchandise in any way for personal use.
- E. Prisoners may purchase store merchandise only through the prisoner accounting system. A prisoner may spend no more than \$85 every two weeks (i.e., 26 times per calendar year) to purchase standardized store items; an additional \$15 may be spent in the month of December during a period of time identified by the CFA Deputy Director. Funds not spent by a prisoner during the designated time period shall not carry over to any subsequent period.
- F. A prisoner store order shall be filled only up to the amount of funds the prisoner has available to spend in his/her institutional account at the time the order is processed, except that a prisoner may be loaned

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funds to purchase a padlock consistent with PD 04.02.105 "Prisoner Funds". Orders for items from the food/beverages, smoking materials and miscellaneous categories shall be filled last. Prisoners in tobacco-free housing shall not be permitted to purchase any item in the smoking materials category.

- G. A merchandise refund shall not be issued after a purchase has been completed; i.e., the prisoner has acknowledged receipt in writing. Product coupons shall not be accepted and product promotions shall not be honored.
- H. Only merchandise specifically authorized by this policy shall be available for purchase by or through the prisoner store. Prisoners shall be permitted to have in their possession prisoner store merchandise only as authorized pursuant to PD 04.07.112 "Prisoner Personal Property".
- I. Prisoners shall not have access to computer equipment and related accessories for the prisoner accounting system.
- J. Store merchandise shall be available for sale to prisoners in segregation consistent with PD 04.05.120 "Segregation Standards".

PRISONER STORE COMMITTEE

- K. Each institution shall have at least one Prisoner Store Committee, which shall meet at least monthly. The committee shall include at least one staff member designated by the Warden and at least one prisoner representative from each general population security level serviced by the store; if there are separate committees for the different security levels within the institution, only prisoner representatives from that security level and staff shall be on the committee. A camp that has its own prisoner store shall have its own Prisoner Store Committee, which shall include only staff and camp prisoner representatives. If a camp does not have its own prisoner store, the Warden of the camp shall ensure that camp prisoner interests are adequately represented by the institution's Prisoner Store Committee. All prisoner representatives shall be selected by the Warden's Forum as set forth in PD 04.01.150 "Prisoner Housing Unit Representatives/Warden's Forum". Minutes of each committee meeting shall be recorded and posted in a location accessible to prisoners.
- L. The role of the Prisoner Store Committee is to ask questions and discuss concerns the prisoner population has with store operations. The Prisoner Store Committee also is responsible for recommending to the Warden or designee which items from the Standardized Store List (Attachment A) should be sold by the store to prisoners at that institution. If there is a separate camp Prisoner Store Committee, it shall make recommendations only for the camp prisoner store. Committee recommendations shall be made by majority vote. The Prisoner Store Committee is not responsible for determining prices of items sold in the store or for other administrative functions.

STANDARDIZED STORE LIST

- M. The Standardized Store List (Attachment A) identifies all items authorized to be sold in a prisoner store; mandatory health care products shall be included on the list only as approved by the Chief Medical Officer. No more than 200 items from the Standardized Store List may be sold in a prisoner store, except that an additional 15 items selected from the food/beverage category may be sold with the approval of the Warden or designee during a period of time identified by the CFA Deputy Director in December. The additional 15 items shall be stocked only in the quantity that is reasonably expected to sell within the identified period; however, if there is remaining stock after the identified period, it may continue to be sold until depleted. The total number of items sold by the prisoner store shall be contingent upon available space. Each size and flavor of individual brands of multiple brand items (e.g., cigarettes, soda, potato chips) shall be counted as a separate item. Each item in a vending machine from which items are available for purchase directly by prisoners shall count toward the 200 item limit.
- N. The Warden or designee shall make the final determination on which items will be sold by the prisoner store, consistent with this policy.

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- O. Standardized Store List items shall be available for prisoner purchase only if sold by the prisoner store servicing the institution or camp at which the prisoner is housed and shall not be available for prisoner purchase through any other means, unless the item is a hobbycraft supply purchased through other established facility ordering procedures.
- P. An item removed from the Standardized Store List may continue to be sold until stock is depleted; prisoners also shall be permitted to continue to possess the item if legitimately purchased, subject to PD 04.07.112 "Prisoner Personal Property". However, if the CFA Deputy Director determines that continued sale and/or possession of the item poses a custody and security concern, the item shall be deemed contraband and not sold in any prisoner store as of the date of its removal from the list. Notice that the item has been deemed contraband by the CFA Deputy Director shall be posted in all housing units. A prisoner shall not be issued a misconduct report for possession of the item until the notice has been posted for at least 30 calendar days.
- Q. All Standardized Store List items shall comply with fire safety requirements set forth in PD 04.03.120 "Fire Safety". The items also must be non-caustic and not require refrigeration, and shall not be sold past any "sell by" date identified on the item. The following types of items are prohibited under all circumstances:
 - 1. Items in glass or metal containers and in containers containing glass or metal parts.
 - 2. Oils.
 - 3. Items containing gum.
 - 4. Items with double-wall construction (e.g., insulated mugs) or double-wall packaging.
 - 5. Items in capsule form, including "gel caps".
 - 6. Items in squeeze bottles unless the item is not otherwise available under state contract or, if not sold under state contract, from the vendor.
- R. Preference shall be given to items that are available in transparent/clear containers and, if packaged, in soft packaging even if it is not the favored brand; however, this does not require selling generic-brand items in lieu of name-brand items.

OTHER MERCHANDISE

- S. In addition to the 200 items from the Standardized Store List, the prisoner store may sell appliances and footlockers authorized by PD 04.07.112 "Prisoner Personal Property". The items may either be stocked in the store or available through the store by other established institutional ordering procedures, including catalogs from approved vendors. Envelopes shall be metered through the prisoner store in accordance with OP CFA 04.02.130 "Purchase of Metered Envelopes". Prisoner store orders for metering envelopes shall be filled before orders submitted at the same time by the prisoner for any other item sold by or through the store. No more than 20 envelopes shall be metered for a prisoner in a two week period except during a time period designated by the CFA Deputy Director in November and/or December when an additional 10 envelopes may be metered. Other personal property items authorized by PD 04.07.112 shall not be sold by or through the prisoner store.
- T. Unless otherwise determined by the CFA Deputy Director, appliances and footlockers removed from the standardized property list that are stocked in a prisoner store may continue to be sold until stock is depleted. Prisoners shall be permitted to continue to possess the item, if legitimately purchased, as set forth in PD 04.07.112 "Prisoner Personal Property".

PURCHASING

- U. Prisoner store merchandise shall be purchased based on price and quality. The Department may

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contract with state-wide vendors from which identified merchandise must be purchased, regardless of brand or size. Vendor price comparisons shall be obtained at least annually, or, if sold under contract, prior to extending the contract to ensure continuing competitive prices for items purchased. Michigan State Industries shall be the vendor for regular and legal sized envelopes sold by the store and shall include as part of the return address on the envelopes the name and address of the facility ordering the envelopes.

PROFITS

- V. The retail prices of prisoner store merchandise shall be adjusted to ensure store net profits do not exceed twelve percent yearly after sufficient funds have been retained to maintain proper inventory levels and for major renovation or equipment necessary for store operations, as approved by the Warden or designee. Net store profits shall be credited to the Prisoner Benefit Fund pursuant to PD 04.02.110 "Prisoner Benefit Fund".
- W. Commissions from vending machines from which items are available for purchase directly by prisoners shall be credited to the Prisoner Benefit Fund pursuant to PD 04.02.110 "Prisoner Benefit Fund" and not be processed as store revenue.

PRICE LISTS AND PRICE CHANGES

- X. The prices of prisoner store merchandise shall not be changed more frequently than monthly, except for large dollar value items (e.g., television sets, cassette players, radios, footlockers). Tobacco prices shall be increased as necessary to reflect changes in federal or state taxes. Postage shall be sold at face value.
- Y. A current price list of prisoner store merchandise shall be posted in an unalterable and secure form in housing units or other locations accessible to prisoners, as determined by the Warden or designee. When possible, price changes shall similarly be posted two weeks in advance of the change taking effect.

INVENTORY

- Z. The Administrative Officer shall ensure that a monthly inventory of store stock is conducted after the last sale of the month but before the first sale of the new month; the inventory need not be conducted solely by business office staff. The accuracy of the inventories shall be verified monthly by business office staff who were not involved in the inventory count.
- AA. The Administrative Officer shall ensure that a perpetual inventory record is maintained for items stocked in the store. The results of the inventory performed pursuant to Paragraph Z shall be reconciled with the perpetual inventory record. The Administrative Officer shall ensure that significant differences are investigated and that appropriate action is taken.

RECONCILIATION

- BB. The Administrative Officer shall ensure that total store receipts are reconciled against total prisoner institutional account store charges for each regular business day.

FINANCIAL STATEMENTS

- CC. The Administrative Officer shall ensure that a monthly profit and loss statement and balance sheet is completed in a format approved by the Bureau of Fiscal Management, Administration and Programs (A&P). These financial statements shall be reconciled to the State's accounting system monthly. A copy of the fiscal year-end profit and loss statement and balance sheet shall be forwarded to the Administrator of the Bureau of Fiscal Management by December 1 of each year.

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INTERNAL CONTROLS

- DD. The Administrative Officer shall ensure that internal controls are established to account for prisoner store inventory and prevent loss. This shall include the use and recording of door seals on all doors to areas containing store merchandise, verification of receipt of goods from vendors, verification of receipt of goods transferred between locations within the facility and appropriate separation of duties of staff involved in purchasing and receiving prisoner store merchandise.

OPERATING PROCEDURES

- EE. Wardens shall ensure that procedures are developed as necessary to implement this policy directive. This shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director or Deputy Director.

AUDIT ELEMENTS

- FF. A Primary Audit Elements List has been developed and will be provided to Wardens to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

ATTACHMENTS

- GG. This policy directive contains the following attachment:

1. ATTACHMENT A - Standardized Store List

PLC:OPH:10/07/04

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ATTACHMENT A

STANDARDIZED STORE LIST

No more than 200 of the following items may be available for purchase at each prisoner store except during December when an additional 15 items may be available during a period of time identified by the CFA Deputy Director. Each size and flavor of individual brands of multiple brand items shall be counted as a separate item. No more than one type of each item may be available for sale in the prisoner store, except as otherwise indicated. At least one of each mandatory store item, as identified by an asterisk (*), must be available for sale in every prisoner store, except as otherwise indicated by this or another policy.

All items must comply with fire safety requirements set forth in PD 04.03.120 "Fire Safety". All items also must be non-caustic and not require refrigeration. Items shall not be sold past the "sell by" date identified on the item. The following types of items are prohibited:

1. Items in glass or metal containers and items in containers containing glass or metal parts.
2. Oils.
3. Items containing gum.
4. Items with double-wall construction (e.g., insulated mugs) or double-wall packaging.
5. Items in capsule form, including "gel caps".
6. Items in squeeze bottles, unless not otherwise available under state contract or, if not sold under state contract, from the vendor.

Preference shall be given to items that are available in transparent/clear containers and, if packaged, in soft packaging even if it is not the favored brand; however, this does not require selling generic-brand items in lieu of name-brand items.

Store items shall be available for purchase by prisoners in segregation as set forth in PD 04.05.120 "Segregation Standards".

I. MANDATORY HEALTH CARE PRODUCTS

- * Hydrocortisone, 1% cream (maximum 1 oz. tube)
- * Antibacterial soap (e.g., Dial) (maximum 3.5 oz.)
- * Medicated foot pads
- * Clotrimazole, 1% cream (antifungal cream) (maximum 1 oz.)
- * Loratadine, 10 mg. tablets (allergy medicine) (maximum 30 tablets)
- * "Balanced" liquid antacid, with or without simethicone (e.g., Mylanta, Maalox) (maximum 12 oz.)
- * Psyllium seed based laxative (maximum 13 oz.)
- * Chlorpheniramine maleate, 4 mg. tablets (allergy tablets) (maximum 24 tablets)
- * Cold tablets (e.g., Alka Seltzer Cold Plus; cannot contain Pseudoephedrine or Diphenhydramine) (maximum 24 tablets)
- * Aspirin, 325 mg. tablets (maximum 100 tablets)
- * Ibuprofen, 200 mg. tablets (maximum 100 tablets)
- * Acetaminophen, 325 mg. tablets (maximum 100 tablets)
- * Naproxen, 220 mg. tablets (maximum 100 tablets)
- * Benzoyl peroxide, 10% preparation (acne skin preparation) (maximum 2 oz.)
- * Tolnaftate, 1% cream (anti-fungal cream) (maximum 1 oz.)
- * Hemorrhoidal cream (maximum 2 oz.)
- * Abrasive callous sponge (e.g., titania pumice sponge) (maximum 2" x 4"; porous only; pumice stone prohibited)

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I. MANDATORY HEALTH CARE PRODUCTS (cont'd)

- * Selenium sulfide dandruff shampoo (maximum 8 oz.)
- * Coal tar dandruff shampoo (maximum 8 oz.)
- * Sun screen with SPF 30 or greater (maximum 4 oz.)
- * Petroleum jelly (maximum 2 oz.)
- * Cream depilatory (e.g., Magic Cream Shave) (maximum 6 oz.) (mandatory only for male prisoners)
- * Moisturizing skin cream/cocoa butter cream (maximum 8 oz.)
- * Moisturizing soap (e.g., Tone) (maximum 3.5 oz.)
- * Soft bristle toothbrush (maximum 4 inch total length)
- * Sensitivity type toothpaste (e.g., Sensodyne) (tube; maximum 7 oz.)
- * Hypoallergenic soap (e.g., Neutrogena) (maximum 3.5 oz.)
- * Ranitidine, 75 mg. tablets or Cimetidine (maximum 30 tablets)
- * Menstrual relief medication (e.g., Midol; Pamprin) (female prisoners only)
- * Monistat 7 (female prisoners only)

II. OVER-THE-COUNTER PERSONAL CARE PRODUCTS

- Multivitamins (maximum 100 tablets; maximum 100% of the DRI for all nutrients) (no more than 2 types of item, if sold, at least one must be without iron or other minerals) (non-taxable)
- Vitamin E (maximum 250 I.U. tablets) (maximum 100 tablets) (non-taxable)
- Vitamin C (maximum 250 mg. tablets) (maximum 100 tablets) (non-taxable)
- Cough drops (maximum 30 per pkg.)
- Antacid, tablet form (e.g., Rolaids; TUMS) (maximum 12 tablets)
- Foot powder (maximum 3 oz.)
- Eye drops (no separate eye dropper; maximum 1 oz.)
- "Medicated" chest rub (maximum 4 oz.)
- Analgesic muscle rub (e.g., Icy Hot, Ben Gay) (maximum 6 oz.)
- * Insect repellant (maximum 6 oz.) (6% to 10% Deet only; lotion or cream only; e.g. Off Skintastic Lotion) (mandatory May to October only)

III. HYGIENE PRODUCTS

Hair Care

- Shampoo (non-medicated), conditioner, and/or cream rinse (maximum 15 oz.) (no more than 4 types of items total in any combination of items)
- Gel, mousse, or moisturizer (maximum 13 oz.) (no more than 3 types of items total)
- Comb or pick (not to exceed 7" in length; flexible plastic) (no more than 1 Afro comb or pick and 1 barber comb)
- Hair brush (not to exceed 6" in length; no handle) (no more than 1 military brush and 1 styling brush) (e.g., Stayrite #21100)
- Hairspray (alcohol-free; non-aerosol; clear bottle; maximum 8 oz.) (e.g., Keefe Crawford #21543) (female prisoners only)
- Wave cap, doo rag, or sleep cap (black and/or white only)
- Shower cap (plastic)
- Braided elastic or terry cloth ponytail holders (e.g, Goody, #03328) (maximum 1 pkg.) (black and/or white only)
- Barrettes (all plastic parts; maximum 1 pkg.) (female prisoners only)
- Terry cloth sweatband (no padding; plain only; for the head) (black and/or white only)

Skin Care

- * Body lotion (no oils; maximum 15 oz.) (no more than 3 types of item)
- Bar soap (bath size; maximum 3.5 oz) (no more than 2 types of item)
- * Deodorant and/or antiperspirant (no aerosol or roll-on; maximum 3 oz.) (no more than 2 types of items total)
- * Shaving cream or gel (maximum 6 oz.; brushless) (no more than 2 types of items total)
- Depilatory cream, lotion, or gel (maximum 6 oz.)
- After shave (no oils; alcohol-free); (maximum 3 oz.)

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III. HYGIENE PRODUCTS (cont'd)

- * Disposable razor (single blade; plastic frame) (not permitted for Level V at ICF and inpatient psychiatric units at HVM and WHV; instead, razors are to be issued as needed)
- Body talc (maximum 8 oz.)
- "Medicated" cream (maximum 8 oz.) (no more than 2 types of item)
- Chapped lip balm/lip ointment (maximum 6 grams)

- Dental
- * Toothpaste (tube; maximum 7 oz.) (no more than 2 types of item)
- Toothbrush cap (plastic; to cover brush part only)
- * Denture adhesive (maximum 3 oz.)
- * Denture cleanser (maximum 40 tablets)
- * Denture brush
- Floss (maximum 25 yards)
- Mouthwash (alcohol-free; maximum 8 oz.)
- Denture cup

- Miscellaneous
- Soap dish (plastic with cover)
- * Shower shoes (rubber) (no more than four sizes)
- Cotton swabs (flexible)
- Fingernail clippers (under 2 1/2" in length; no file)
- Facial tissues (soft packaging only; no box)
- * Shaving/cosmetic bag (e.g., MSI #BAG1-030909-VLCL) (clear plastic; nylon zipper closure; maximum 10" x 8" x 4") (mandatory only in Level I through IV; not permitted for Level V)
- Sanitary napkins (female prisoners only) (no more than 2 types of item)
- Tampons (female prisoners only) (no more than 2 types of item)
- Panty liners (female prisoners only)
- Tweezers (female prisoners only) (maximum 3 1/2" in length)
- Arch supports (e. g., Dr. Scholl's) (no metal or gel parts)
- Shoe insoles (e.g., J. T. Foote) (no metal or gel parts)

IV. STATIONERY

- Address book (no metal parts)
- * Writing paper (8 1/2" x 11"; white, lined paper)
- * Typing paper (8 1/2" x 11") (may be sold in reams not exceeding 500 sheets)
- * Carbon paper (8 1/2" x 11")
- * Envelopes (regular - 3 5/8" x 6 1/2", legal - 4 1/8" x 9 1/2") (no more than 2 types of item)
- * Envelopes (Manila 10" x 15"; 15" x 20") (no more than 2 types of item)
- Pens (blue or black ink; transparent barrel) (no more than 2 types of item)
- * Pencils (#2 lead)
- Greeting cards (maximum card size 6-1/8" x 11-12")
- File folders (letter size; no metal parts)
- Markers (water based; non-fluorescent; transparent barrel)
- Glue (e.g., Elmer's) (clear drying; maximum 4 oz.)
- * Calendar (maximum 8 1/2" x 11"; no metal parts)
- * Scrapbook/photo album (no metal parts; maximum 12" x 12") (mandatory only in Level I through IV; not permitted for Level V)

V. MISCELLANEOUS

- Batteries (AA, AAA, C or D; no rechargeables; alkaline only) (no more than 4 types of item)
- * Padlock (Master Combination Padlock Model #1525) (combination only; must be able to be opened by V70 key) (mandatory only in Level I through IV; not permitted for Level V)
- * Playing cards (no more than 2 types of item)
- Game of dominoes (no metal pieces or other items which may pose a threat to the custody and security of the institution)

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V. MISCELLANEOUS (cont'd)

Checkers/chess (combination set or separate sets; chess pieces must be either hollow with no bottom or solid; no metal pieces or other items which may pose a threat to the custody and security of the institution; only checker/chess boards made of cardboard permitted for Level V)

Earplugs (for noise reduction)

Ear buds/earplugs (for appliances; 9' maximum length)

Sewing kit (no more than 2 sewing needles, 2 safety pins, one thimble, 11 small spools of thread, 1 paper ruler up to 25" long, 2 buttons, 2 straight pins, 1 needle threader, and 1 pair of plastic-handled scissors with no greater than 1-1/4" metal cutting edge and no longer than 1-3/4" when extended)

- * Sunglasses (not mirrored or containing similar solid reflective coating; plastic frame and lens) (no more than 1 regular and 1 clip-on) (mandatory only in Level I through IV; not permitted for Level V)

Shoelaces (no more than 2 types of item) (black, brown and/or white only; maximum length 44")

Shoe polish (4 oz.) (no more than 3 types of item)

Cup (Alladdin Mug Model #191 - 12 oz. or hardtime mug with lid – 18 oz.)

Spork (plastic/pliable)

Bowl with lid (maximum 32 oz.; plastic/pliable; microwave safe)

Tumbler with lid (Churchill Container Corp. #CC-22-5 - 22 oz.)

Mirror (Keefe/Crawford Distributing Co. #20281) (flexible plastic; no magnet)

Push pins (round head; maximum ½ inch total length)

AC/DC adapter

Stereo/mono mini adapter (for use with headphones)

Extension cord (UL listed; 9' maximum length; minimum 16-gauge wire)

Photo tickets (not taxable)

Protein powder (simple protein concentrate without added amino acids, enzymes or hormones; e.g., whey, soy or egg protein) (maximum 16 oz.) (not taxable)

Identification card holder (single fold; no larger than 3 1/2" x 5" when folded)

- * Key ring (plastic only; no metal parts) (not permitted for Level V and IV)

Eyeglass case (soft; MSI 46F-0640)

Headphone extension cord (Keefe/Crawford Distributing Co. #50829)

NOTE: Flat plastic hangers (M & P Plastic, #mp 106), Saf-T-Hangers, and 32 oz. cups (Model #Q501) previously on the Standardized Store List are discontinued but prisoners may continue to possess.

VI. COSMETICS - FEMALE PRISONERS ONLY

Make-up (only lipstick, mascara, liquid foundation, face powder, eyebrow pencil, eyeliner, blush/rouge, eye shadow; only one color/shade per container) (no more than 18 types of items total)

Hair curlers (plastic - sponge type)

Douche

VII. FOOD/BEVERAGES

No more than 95 types of items.

- * Food/beverage items in store must include at least five of the following:

- * Saccharine (e.g., Sweet 'n Low) or Sucralose (e.g., Splenda brand) artificial sweetener

Powdered milk

Sugar-free candy

Sugar-free cereal

Unsweetened beverage mix (e.g., Koolaid)

Vanilla wafers

Graham crackers

Sugar free cocoa/chocolate drink mix

Pretzels

Low fat, low salt popcorn

Low fat, low salt crackers

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VIII. TOBACCO PRODUCTS (may be sold only to prisoners who are 18 years of age or older; cannot be sold to prisoners in tobacco free housing or in any form of segregation other than protective segregation.)

Brands tobacco (no more than 10 types of item; packs of same brand are considered separate items; once current inventory is depleted, loose smoking tobacco is to be sold only in .65 oz. package and smokeless tobacco is to be sold only in 1.2 oz. or smaller package; carton sales prohibited)

Cigarette papers

Matches (nonwooden; maximum 50 packs per order)

NOTE: Smoking and the possession of tobacco products will be prohibited beginning February 1, 2009; therefore, stores will no longer sell tobacco products beginning January 1, 2009. Until sales cease on January 1, the following purchasing limitations are in effect for tobacco only:

- Beginning April 1, 2008: A prisoner may purchase no more than a total of six packs/packages of tobacco per two-week order.
- Beginning July 1, 2008: A prisoner may purchase no more than a total of four packs/packages of tobacco per two-week order.
- Beginning October 1, 2008: A prisoner may purchase no more than a total of two packs/packages of tobacco per two-week order.
- Beginning December 1, 2008: A prisoner may purchase no more than a total of one pack/package of tobacco per two-week order, while supply lasts, until January 1, 2009.

APPROVED: PLC 04/28/08